

Open CCR Report For NORS

As of: 01/05/2004
Updated Weekly

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title	Description		Recommended Action							
20030053	Hoover, Sean G.	HQ	11/18/2003	New		Emergency	NONE			
Off-site course descriptions affecting on-site course descriptions information		The Enrolled Courses section of NORS, will list all courses an employee is approved for, including off-site requests. However, an off-site ID may also be the same ID that is used for an on-site course, which means the same course description is used as well. When an employee is approved for the training, the enrolled area of Astar shows all training that employee is approved for, including off-site. If an off-site ID and a on-site ID are the same, then the link of the course ID showing under the individual's enrolled courses may reflect the course description and contact information for the on-site offering, instead of information reflecting the off-site course description and contact information.					Disable the course ID Link for the off-site requests, allowing only the employee to see information related to that off-site course enrollment.			
20030052	Hoover, Sean G.	HQ	11/18/2003	Approved		Emergency	RC	SMALL		
Course Catalog search not working		When I search within the course catalog to retrieve all courses that are active in Astar, the course catalog brings u a list that says 1 of 25 found, but has no data, it is a blank screen. However, if I know the course ID number and search just for that particular course, I do get results. I just don't get any when I ask for all results with no search criteria specified.					Training of Astar 6.3 and demonstration on NORS will take place on December 2, 2003. I like to have it corrected by then so I can show employees what the system should do.			

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20030051	Hoover, Sean G	GSFC	11/18/2003	Hold		Medium	NONE			
Approval levels in NORS not working properly	If I select the approval level "Supervisor and Training office", within Astar, the Organization Review area in NORS also shows the course for approval. This should not appear in the Org reviewer area at all, since the course was set for approval from Supervisor and Training Office only.		Please correct bug.							
20030050	Davidson, Dana L.	ARC	11/07/2003	Approved	12/09/2003	High	RC	SMALL		
Change title Supervisor/Org. Reviewer notes on approve/denial screens.	Supervisor/Org. reviewer need to be aware that employees will get a copy of their approval/denial notes.		On Supervisor and Org. Reviewer approval and denial screen, change Supervisor/Org. Reviewer notes to "Supervisor Notes to Employee" and "Org. Reviewer Notes to Employee"							

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20030049	Martin, Lisa, A.	MSFC	08/08/2003	Scheduled	10/06/2003	High	RC	SMALL		
Should not see centers course schedule and catalog info untill online			Currently in NORS a learner at a center that has gone live with NORS is able to see and use other centers course schedule and catalog information even thought thae other center has not gone live with NORS.				In NORS make it so that a learner can only see and use course schedule and catalog information at ceners that have gone live.			

20030048	Martin, Lisa, A.	MSFC	08/08/2003	Scheduled	09/10/2003	High	RC	SMALL		
Timing of Evaluations.			Currently evaluations display in NORS as soon as an occurrence in AdminSTAR.				Evaluations should not display untill the start date and should no longer display once the end date is past.			

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20030047	Garcia, Tobias III	ARC	09/05/2003	Approved		Medium	RC	SMALL		
Redesign Course Detail Screen in NORS		There is a lot of unused space in the Course Detail Screen, resulting in extensive scrolling by the user when reading the text for the course description. This is a big hassle especially if you have to scroll left-to-right AND up-and-down at the same time.		Two suggestions: 1.) Re-design the screen so the text is mainly left-justified, or at least move the information cell for the course description so that it uses up the entire width of the window. 2.) Calibrate the window so that it expands (to an acceptable upper limit) with the amount of information, at least vertically.						
20030045	Coons, Kimberly	JSC	08/12/2003	Approved	09/10/2003	High	RC	SMALL		
Training Coordinator phone number		The training coordinator phone number is not displayed on Course Schedule detail screen.								

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20030043	Coons, Kimberly	JSC	08/08/2003	Approved		Medium	RC	MEDIUM		
Evaluation Form Archive	In the NORS system (or ASTAR) there doesn't appear to be a place for evals to be archived.		Suggestion is to format a location whether in Astar or NORS to save th evals in an Archive folder.							
20030042	Coons, Kimberly	JSC	08/08/2003	Approved		High	RC	SMALL		
Evaluation Notification	In Astar/NORS, if any employee does not complete an evaluation the employee doesn't receive notification that they are delinquent in doing this.		Suggestion would be to have an email set to the employee within 2 week time period reminding them that they have evaluations to complete. If a more demanding approach is necessary then include a time constraint, like.. It has been 2 weeks since you took {Class} and an evaluation must be filled out and submitted with {alloted time}.							

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20030041	Coons, Kimberly	JSC	08/08/2003	Approved		Emergency	RC	SMALL		
NORS- Email Data	In NORS, currently the emails do not contain start and end times.		Suggestion is to include in the notification emails and the waitlist emails, the name of the course, the dates and times of the course being approved.							

20030038	Coons, Kimberly	JSC	08/08/2003	Approved	Medium	RC
NORS- Course Schedule		In NORS on the Course Schedule page it only lists the dates for each class and not the times.				Suggestion is to show the times and dates for the class.
						I.E. Access 2000 Thu. Dec. 4, 2003 8:30 - 12:00 Thu. Dec. 5, 2003 1:30 - 4:30

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20030037	Coons, Kimberly	JSC	08/08/2003	Approved		High	RC	SMALL		
Contractor vs. Civil Servants registration		There are several classes that a contractor cannot enroll in, whereas a civil servant can.					Suggestion is by using their sso information, can't NORS tell that they are a contractor? If so, then gray out or make it where they are unable to see the course that are for civil servants only			
20030036	Coons, Kimberly	JSC	08/08/2003	Approved		Low	RC	SMALL		
NORS functionality		There isn't a database driven calendar to display schedule of courses					As a nice feature, create a database driven calendar that you can see at a month's glance the schedule of classes.			

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20030035	Coons, Kimberly	JSC	08/07/2003	Approved		Emergency	RC	SMALL		
NORS-Offsite training request		When an employee goes to the offsite training request and fills in the required information, they have no way to print it out and are not given further instructions.				Suggestion is to have a print page pop up with the message "Your request for enrollment has been successfully submitted." "This is only a request, approval notification will come from your Training & Development Organization upon receipt of this page and backup materials."				
20030034	Coons, Kimberly	JSC	08/07/2003	Approved		Emergency	RC	SMALL		
NORS- Offsite Training Request		Currently as NORS has the offsite training, the screen pops up and the employee begins typing in the pertinent information. It doesn't give the employee all the details letting them know that this is just a request not a confirmation of enrollment.				Suggestion would be to add the verbiage some place close to the form for the employee to see that says: The offsite training request is open only to civil servants. And, by filling out the form below, you understand that this is only a request for training. An approval notification will come from your Training & Development Organization.				
						Then they fill out the information requested and hit the submit button to get another screen that states: Your request for enrollment has been successfully submitted.				

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20030033	Coons, Kimberly	JSC	08/07/2003	Approved		Emergency	RC			
NORS- Offsite Training	When you go to NORS and see the options on the menu bar, the verbiage for offsite training currently states "Request New Course Offering". This is extremely misleading, it could possibly mean that you have a brand new, hot item for a course. We have to look at it from the customers viewpoint and how they would interpret it.		Suggestion is to change verbiage to state "Request Offsite Training".							
20030032	Coons, Kimberly	JSC	08/06/2003	Approved		High	RC	SMALL		
Information missing	In the offsite screen the zip code is asterisked as being a mandatory field. This information does not pull over to Astar, along with the fax number. In the Astar side, there is also no contact field.		Weren't we going to have a link to individual center policies here? Isn't there a CCR for this? That could give each center a place to put contact information for offsite requests with all fields filled in.							

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20030031	Coons, Kimberly	JSC	08/06/2003	Approved		NONE	RC			
View Personal Info	In the view personal info screen once again verbiage seems out of context.		Should read: "After selecting your Org, NORS will dynamically populate the supervisor field." Also, in the same paragraph: "Select your supervisorfrom" Supervisor needs a space before you type the word from.							
20030030	Coons, Kimberly	JSC	08/06/2003	Approved	08/12/2003	NONE	RC			
Subordinate Request	In the subordinate request screen the verbiage is out of context.		It should read: "The table below lists (Not list) the requests of your subordinates."							

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20030029	Coons, Kimberly	JSC	08/06/2003	Approved		NONE	DR			
Catalog Search	When in the catalog Search screen, I asked it to reset fields and it didn't do it.		It should clear all areas for me to input different search criteria.							
20030028	Coons, Kimberly	JSC	08/06/2003	Scheduled		High	RC	SMALL		
Offsite Requests	After requesting an offsite class, I am unable to see what I submitted in NORS.		Should be able to pull the form under the enrolled courses, but not change the data. This would eliminate questions about whether they are enrolled in the course, etc. and they will also be able to see what they are scheduled for at a glance.							

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20030027	Coons, Kimberly	JSC	08/06/2003	Approved		Low	RC	SMALL		
Offsite Requests	When requesting an offsite course in NORS there is no fax field but one exists in Astar.		Add a vendor fax number field to the Offsite Request (Request New Course Offering) form.							
20030026	Coons, Kimberly	JSC	08/06/2003	Approved		Low	RC	SMALL		
NORS email contact training organization	In NORS, the selection notice does not tell them to contact the training office for the need to drop a class. However, inAstar the statement is there.		The notes should be consistent with each other or come from one source. Add a note instructing the learner to contact the Training and Development Organization or to use NORS to drop a course.							

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20030024	Coons, Kimberly	JSC	08/06/2003	Approved	09/08/2003	High	RC	SMALL		
In NORS if you search for only courses that are scheduled there is no way to view the course description.			By clicking on the course id should either give you the schedule and the description OR there should be different hotlinks. I think that users will find this very frustrating, as I did.							

20030020	Coons, Kimberly	JSC	08/06/2003	Approved		Low	RC	SMALL		
NORS home screen			On the enrolled/requested courses screen there isn't anything to tell folks that they must use the drop down menu to toggle for enrolled vs. requested.				There needs to be a line that states, "To view requested courses, click the drop down menu below."			

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20030019	Coons, Kimberly	JSC	08/06/2003	Approved		High	RC	SMALL		
NORS emails	The denial and approval emails coming from NORS doesn't include the comments input by supv, trng. coord., or training office.		These denial emails should contain all the comments input from everyone.							
20030018	Coons, Kimberly	JSC	08/06/2003	Approved		NONE	DR			
History	When viewing subordinate history record got error		This is a bug - error was 500 Servlet Exception							

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20030017	Coons, Kimberly	JSC	08/06/2003	Approved		NONE	RC			
Subordinate Requests Screen	Currently in NORS on Subordinate request screen you can see requests that the class was in the past.		You shouldn't be able to see these requests. A supervisor could inadvertently approve a request submitted in the past (or approve something beyond the cut-off date). These requests should drop off the system.							
20030016	Coons, Kimberly	JSC	08/06/2003	Approved		NONE	RC			
Requesting Training after cutoff	Employees can request training after the cutoff date.		They should not be able to do this.							

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20030015	Coons, Kimberly	JSC	08/06/2003	Approved		NONE	RC			
Course Schedule Detail		The course location on the Course Schedule Detail screen in NORS shows the room id and not the full name. Customers won't know what that is.				The location of training should be spelled out, ie: AEROB to Aerospace Academy Room B.				

20030014	Coons, Kimberly	JSC	08/06/2003	Approved		NONE	RC			
Enrolling/Dropping		If you drop a class and then try to enroll in one at the same time - the system will not let you.				Suggestion: Is this a bug? If not, then I would think that if you've dropped a course, it should be removed so that it doesn't affect further requests.				

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20030013	Coons, Kimberly	JSC	08/06/2003	Approved	09/10/2003	Emergency	RC	SMALL		
Training Coordinator	The training coordinators name isn't displayed on the catalog detail screen so employees will know who to contact if they have questions about a course, if its not scheduled. Right now, it is only giving contact information if the course is scheduled.		On the Course Catalog Detail Screen the name and phone number of the training coordinator should be displayed. It would also be nice if there were a hotlink on their name, so that the employee can send an email to the training coordinator. The training coordinator name field will be optional.							
20030012	Coons, Kimberly	JSC	08/05/2003	Approved	09/04/2003	High	RC	SMALL		
Course ID	It isn't clear to a new user standpoint, that in order to see if a class is scheduled you have to click on course ID.		Suggestion: Put verbiage in that gives the instructions on how to see if courses are scheduled.							

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20030011	Coons, Kimberly	JSC	08/05/2003	Approved		NONE	RC			
Enrolling	Currently, one needs to click back from the description screen to enroll in a course.		Allow employee to enroll in a course from the catalog detail screen instead of clicking back from the description.							
20030010	Garcia, Tobias	ARC	07/30/2003	Approved		Low	RC	SMALL		
Denied courses are removed too soon from the Requested Courses Screen.	In NORS, courses which have been denied are removed too soon from the learner's Requested Courses Screen.		Please allow functionality for denied courses to remain in the Requested Courses screen at least 3 months.							

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20030009	Garcia, Tobias	ARC	07/30/2003	Scheduled		Low	RC	SMALL		
Learner's Justification for course enrollment not viewable by Supervisor/Sponsor, or by Org Reviewer		In NORS, when a Supervisor, NASA Sponsor, or Org Reviewer views a list of requested courses for approval or denial, and views the detail for a particular request, there is not a view of the learner's justification for the course. This is a critical element if the course is one the learner would not normally be expected to request, and he/she is not available for direct contact by the approver.					Please import the justification field into the approve/deny windows that all the approvers would access. I also recommend, if it is not already done, to make the justification field required for the learner when enrolling in the course.			
20030008	Garcia, Tobias	ARC	07/30/2003	Approved		Low	RC			
Currency-related fields do not display with Currency formats.		In NORS, fields displaying monetary figures (such as course costs,etc) do not display in Currency-formatted text. The figures are in plain text, with no dollar signs, decimals, and cents placeholders.					Please re-format all fields in NORS that are money-related to display in a standard currency format (example: \$349.00).			

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20030007	Garcia, Tobias	ARC	07/30/2003	Approved		Low	RC	SMALL		
In NORS, in the Course Catalog page, add a note that explains the "Course ID" and "Course Title" fields.		Users wanting to search for particular courses, instead of a global search, may not know that these two field entries can be used to narrow the search considerably by using the criterias in the drop-down list together with a text-string entry in either the Course ID or Course Title fields. They also would not know if wildcards are allowed for the search.					Include explanatory text alongside or above the fields, detailing how they can be used, by the user, to narrow searches. Include information about wildcards, if they are allowed, or stating that they are not allowed, in the explanation.			
20030004	Martin, Lisa A.	MSFC	07/30/2003	Approved		Medium	RC			
Modify existing email confirmations by incorporating "PLEASE, DO NOT REPLY TO THIS E-MAIL CONFIRMATION"										

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20020042	Cain, Jamie	MSFC	09/26/2002	Approved		Medium	RC	SMALL		
Tracking numbers for offsite requests			After final approval (training office) generate a confirmation form to send to Learner. Fields and format to be determined.				Generate a confirmation form to send to Learner after final approval. Fields and format to be determined.			

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20020037	Cain, Jamie	MSFC	09/09/2002	Approved		Medium	RC	MEDIUM		
Need the ability to specify a course for civil service only, for civil service and contractors, or for supervisors only.		In Adminstar where courses are set up, need the ability to specify for civil service only, for civil service and contractors, or for supervisors only. If contractors try to enroll in a course open only to civil service, or a non-supervisors try to enroll in a courses open to only supervisors, a message would be displayed "civil service only" or "supervisors only".					If contractors try to enroll in a course open only to civil service, or a non-supervisors try to enroll in a courses open to only supervisors, a message would be displayed "civil service only" or "supervisors only".			
20020033	Cain, Jamie	MSFC	09/06/2002	Approved		Medium	RC	SMALL		
Allow learners to search by RGI Courses (Agency Courses) on the Course Catalog and Course Schedule screen.		Allow learners to search by RGI Courses (Agency Courses) on the Course Catalog and Course Schedule screen.					RGI courses- Add Agency courses button to Course Catalog and the Course Schedule screen			

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20020032	Cain, Jamie	MSFC	09/06/2002	Approved		Medium	RC	SMALL		
Subordinate Approval History Report – Add search fields and sort feature.		Subordinate Approval History Report : Add the following search fields: course date, key word (vendor), course title. Add sort feature: sort by all fields displayed on the Subordinate Approval History Report.		Subordinate Approval History Report : Add the following search fields: course date, key word (vendor), course title. Add sort feature: sort by all fields displayed on the Subordinate Approval History Report.						
20020031	Cain, Jamie	MSFC	09/06/2002	Approved		High	RC	SMALL		
Provide each Center with a standard format to assist in pulling in already existing training records from center-unique systems.		Provide each Center with a standard format to assist in pulling in already existing training records from center-unique systems.		Provide each Center with a standard format to assist in pulling in already existing training records from center-unique systems.						

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20020030	Cain, Jamie	MSFC	09/06/2002	Approved		High	RC	SMALL		
Change Subordinate Request (Approve/Deny) screen to add a "Detail" button.		Change Subordinate Request (Approve/Deny) screen to add a "Detail" button. Information for that new screen to be determined, but should include such items as date, travel costs, justification, brief course description. Move Deny and Approve buttons to bottom of the new "Detail" screen.					Add a "Detail" button to Subordinate Request screen. Create a Subordinate Request detail screen (Information for that new screen to be determined, but should include such items as date, travel costs, justification, brief course description).Move Deny and Approve buttons to bottom of the new "Detail" screen..			
20020029	Cain, Jamie	MSFC	09/06/2002	Approved		High	RC	SMALL		
Need print capability for evaluations.		Need print capability for evaluations. Format TBD					Provide learners the capability to print course evaluations. Format TBD.			

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20020028	Cain, Jamie	MSFC	09/06/2002	Approved		Medium	RC	SMALL		
On the Course Evaluation screen, display the name of the instructor(s).		On the Course Evaluation screen, display the name of the instructor(s). This field already exists in Admin Star.					Display the name of the instructor(s) on the Course Evaluation screen.			
20020027	Cain, Jamie	MSFC	09/06/2002	Approved		Low	RC	MEDIUM		
When creating evaluation questions, the system should automatically repeat a question as many times as necessary after it is identified as an instructor question.		When creating evaluation questions, the system should automatically repeat a question as many times as necessary after it is identified as an instructor question. For example, if there are 3 instructors/guest speakers identified in Admin Star, the system will automatically pull in 3 sets of duplicate questions, one set for each instructor.					When creating evaluation questions, automatically repeat the question as many times as necessary after it is identified as an instructor question. For example, if there are 3 instructors/guest speakers identified in Admin Star, the system will automatically pull in 3 sets of duplicate questions, one set for each instructor.			

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20020026	Cain, Jamie	MSFC	09/06/2002	Approved		Medium	RC	MEDIUM		
Offsite training only - generate a unique tracking number for each course enrollment.		Offsite training only - generate a unique tracking number for each course enrollment. Display the number to the Learner. Give Learner the ability to print a "cover sheet" with this tracking number and the Learner's name on it. The cover sheet can then be attached to the background info submitted by the Learner.					Offsite training only - generate a unique tracking number for each course enrollment. Create a printable coversheet with the Learner's name and tracking number.			
20020025	Cain, Jamie	MSFC	09/06/2002	Approved		Medium	RC	SMALL		
Need an edit check to ensure a Learner cannot request an off-site course for dates in the past.		Need an edit check to ensure a Learner cannot request a vendor course for dates in the past. A message should be displayed telling the Learner this if he tries to request a course for dates in the past. .					Create an edit check to ensure a Learner cannot request a vendor course for dates in the past. Display a message telling the Learner this if he tries to request a course for dates in the past.			

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20020024	Cain, Jamie	MSFC	09/06/2002	Approved		Medium	RC	SMALL		
Display background material message when learner is requesting off-site course.	Learner must provide background material (registration form, announcements, etc) when requesting new course offering (off-site request). Generic note should be displayed on screen stating this (maybe a popup window) when "submit" is clicked. The message should tell the learner that the course will not be approved until the background information is received.		Display a generic message to the learner, stating that he/she must provide background material (registration form, announcements, etc) before the course can be approved.							
20020021	Cain, Jamie	MSFC	09/05/2002	Approved		Medium	RC	SMALL		
Allow learner to search by competencies	In the course catalog, need to add a search function for courses that meet specific competencies. For example, a search on the competency key word "management" would return a display of all active courses that would satisfy this competency.		Add a keyword field that allow learners to search by competencies. For example, a search on the competency key word "management" would return a display of all active courses that would satisfy this competency.							

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Title	Description		Recommended Action							
20020020	Cain, Jamie	MSFC	09/05/2002	Approved		Medium	RC	SMALL		
On the Request Enrollment screen, a learner must justify enrolling for a course by selecting the competencies the course satisfies		On the Request Enrollment screen, a learner must justify requesting a course by selecting the competencies the course satisfies. Not to exceed five competencies. Supervisor should be able to change the competencies when it gets to the approval level.					When requesting Enrollment, force the learner to justify enrolling for a course by selecting the competencies the course satisfies. Do not allow the learner to select more than five competencies. Allow the supervisor to edit the competencies when the request reaches the approval level.			
20020019	Cain, Jamie	MSFC	09/02/2002	Approved		Medium	RC	SMALL		
Displaying all competencies in NORS.		All Competencies are to be displayed in NORS and can be selected at the course level from a list when the course description is entered.					Display all competencies in NORS and allow the competencies to be selected at course level from a list when the course description is entered.			

Open CCR Report For NORS

As of: 01/05/2004

Updated Weekly

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title	Description		Recommended Action							
20020016	Cain, Jamie	MSFC	09/05/2002	Approved		Medium	RC	SMALL		
Course Catalog Detail-Display hyperlink to view entire course description.	In the course description, add a field for a hyperlink at the session level. This would have to be added to Admin Star.		Create a hyperlink on the Course Catalog Detail screen which allows learners to view the entire course description.							
20020015	Cain, Jamie	MSFC	09/05/2002	Approved		Medium	RC	SMALL		
Add a drop-down list of the reasons why the student is canceling a course.	Add a drop down list of reasons why the student is canceling the course as well as a "comments" field. Centers are to submit the reasons so a master list can be created.		Created a drop down list of reasons why the student is canceling the course as well as a "comments" field for additional comments. Centers are to submit the reasons so a master list can be created.							

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CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description	Recommended Action						

20020012	Cain, Jamie	MSFC	09/05/2002	Approved		Medium	RC	SMALL		
Notification needs to be sent to the Learner (cc to the Supervisor and the T.O.) when evaluations are not completed .			Notification needs to be sent to the Learner (cc to the Supervisor and the T.O.) when evaluations are not completed after 14 days of sending. This notification will happen only once.			Send notification only once to Learner (cc to the Supervisor and the T.O.) when evaluations are not completed after 14 days of sending.				

20020011	Cain, Jamie	MSFC	09/05/2002	Approved		Medium	RC	SMALL		
Course Catalog – Need the ability to search by location of the course			Course Catalog- Need the ability to search by location of course to be taken and/or by date.			Provide the ability to search by location of course to be taken and/or by date on the Course Catalog Screen.				

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CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title			Description				Recommended Action			
20020010	Cain, Jamie	MSFC	09/05/2002	Approved		NONE	RC	SMALL		
Ability to generate training history report as an e-mail attachment			Need the ability to generate training history report as an e-mail attachment (for example, as a .csv file that can be opened in Excel).				Provide the ability to generate training history report as an e-mail attachment (for example, as a .csv file that can be opened in Excel).			

Open CCR Report For NORS

As of: 01/05/2004

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CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title	Description		Recommended Action							
20020007	Cain, Jamie	MSFC	09/05/2002	Approved		NONE	RC	SMALL		
Displaying site specific registration policies in NORS.		Currently NORS does not display the Centers registration policies. NORS should display the Center's registration policy based on the assigned Center of the learner.					Add a text entry field to display site specific registration policies (controlled by Center), or provide a field to enter a hyperlink for each center (for example, "JSC Policy").			